

TRANSFERABLE SKILLS CHECKLIST

Transferable skills are skills that you bring from other life, work, and educational experiences. Identifying your transferable skills and being able to give examples will increase your value to a prospective employer.

1. Review the list and highlight your strengths
2. Identify the strengths that you feel would be important to an employer in your field
3. Using the Accomplishment Worksheet, tell a story about how you exhibited that skill

Abstract or conceptual ideas	Act as liaison, go-between, or intermediary
Act or perform for audiences	Adapt to changing situations and needs
Adapt tools, machinery, and equipment	Address or talk to individual people and groups
Adjust, arrange, or adapt information	Adjust or align tools or equipment
Administer projects or events	Advise people
Allocate, disperse, or give away resources	Analyze information, data, or situations
Analyze tasks	Anticipate problems and unusual situations
Apply information from one situation to another	Appraise or evaluate work or services
Approve or "OK" the behavior of others	Approve or "OK" expenditures
Arbitrate or solve problems between people	Arrange or organize social gatherings
Arrange or organize tools or equipment	Assemble or collect data or information
Assemble or collect materials	Assemble or get people together
Assess a person's performance	Assess or analyze data or information
Assess or analyze people	Assess situations
Assess the performance of equipment	Assign/delegate duties and/or responsibilities
Attend or pay attention to detail	Attract attention to yourself, others, or ideas
Audit or balance financial information	Balance schedules, duties, and tasks
Bargain or barter	Be innovative, come up with new ideas
Budget money	Budget time or resources
Build things with tools and equipment	Build trust and confidence

Calculate or compute numbers	Carry, lift, and load
Carry out either your own or other's plans	Catch objects
Chair or oversee meetings	Chart or graph information
Check information for accuracy	Check materials or products for quality/quantity
Classify information, data, or objects	Clean or clear
Clerical work	Coach
Collaborate or work with others on a project	Collate or sort data
Collate or sort objects, materials, or papers	Collect information
Collect money	Committee work
Communicate data or information	Communicate warmth and care
Compare information, data	Compare objects
Compile or collect information	Complete projects or tasks on schedule
Compose articles, reports, or other documents	Compose music
Confer or talk with others to make decisions	Confront others
Construct buildings	Construct tools, machines, or equipment
Consult with others	Contract with others
Control costs	Control crisis situations
Control situations, people, events, etc.	Control tools, machines, or equipment
Converse or talk to others	Convey feelings and emotions
Cooperate with others	Cope with deadlines and time pressures
Cope with difficulties, solve problems	Copy information, data, and drawings
Correct mistakes	Correspond with others
Count, inventory, keep track	Create things from your own ideas
Critique or review others' work	Critique or review products and services
Deal with people	Deal with unknowns

Debate or argue a point	Define how things are to be done
Delegate work	Deliver things
Deliver work as promised	Demonstrate how to do things
Detail-out projects	Detect problems or errors
Develop ideas or prototypes	Diagnose problems
Direct people or projects	Discipline others
Discriminate colors	Dispatch or route information or materials
Dispense medicines	Display things
Distribute items, products	Draft or draw inanimate objects
Dramatize situations	Draw charts, pictures, or graphics
Edit written material	Emphasize with people's situations
Empower others	Encourage others
Endure long hours	Endure personal hardships
Enforce rules and regulations	Enlarge things
Enlighten others	Enlist others to help complete a job
Entertain people	Establish policy or procedures
Estimate cost, distance, size, etc.	Evaluate yourself or others
Examine for detail	Execute, implement, get something done
Exercise diplomacy	Exercise discretion
Exhibit or demonstrate products, ideas	Express innovations
Expand	Expedite, speed up
Experiment	Explain
Explore	Express attitudes
Express feelings	Express thoughts
Fabricate	Facilitate
File records or information	Fill orders or requests

Financial planning	Find things or information
Fit things together	Fix or repair
Follow directions	Follow through on tasks
Forecast what will happen	Formulate ideas
Gather data or information	Gather objects or materials
Govern	Graphically illustrate
Grounds keeping	Group people
Group things	Group work
Guide	Handle complaints
Handle emergencies	Handle multiple tasks simultaneously
Help people	Hire or fire people
Host events	Identify, seize on opportunities
Identify problems	Identify resources
Identify similarities	Illustrate or depict
Imagine	Implement decisions, plans, or ideas
Impress people	Improve situations
Improve systems or procedures	Improvise
Index or organize data or information	Influence, persuade, or convince others
Inform or give out information to others	Inquire or do research
Inspect for quality	Inspire others to do better
Install or service equipment	Instruct or train people
Integrate data or information	Interpret body language
Interpret data, information, and charts	Interpret foreign language
Interpret symbols on drawings or charts	Interview people for information
Invent	Investigate
Isolate causes, elements, or items	Judge truth or accuracy
Justify attitudes, decisions, or conclusions	Keep books

Keep secrets or confidential information	Keep or track details or information
Keep or track details or information	Lab work
Lead others	Learn quickly
Listen perceptively	Locate information, things, or data
Locate people	Maintain tolerances, standards, or limits
Make contacts	Make decisions
Make layouts	Make models
Make or set policy	Make referrals to others
Make recommendations, give advice	Manage money
Manage time	Manipulate people
Market research	Mathematics
Mediate disputes or problems	Meet and greet the public
Memorize large amounts of information	Mentor others
Merge or combine ideas or systems	Mobilize resources and people
Moderate situations	Modify, mold, or change behavior
Mold things into shape	Monitor machines, equipment, process
Motivate others to do better work	Move quickly
Navigate	Negotiate
Not show emotions	Nurture human growth
Put in order: systems or processes	Put in order: tools, machines, or objects
Question or query	Raise funds
Reach or achieve goals	Read and use reference materials
Recognize obsolescence	Reconcile financial records
Reconcile financial records	Reconcile personal differences
Record or log data, information	Recreate, duplicate, or reproduce products
Recreate situations or experiments	Recruit people

Reduce budgets or services	Reduce or make things smaller
Reflect or recall	Regulate things
Rehabilitate people	Rehabilitate things
Remember	Render or give support
Repair things	Repeat same task over and over
Report data, information	Represent people, organizations, or employer
Reproduce, duplicate, or copy materials	Reproduce sounds
Research	Reshape things
Restore or finish	Retrieve data, information, files
Review	Revise
Run or chair meetings or programs	Schedule own time or time of others
Screen applicants	Seize opportunities
Select items or products	Select people
Self-assessment	Sell
Sense moods or feelings	Sense the needs of others
Sequence tasks or flow chart processes	Serve people
Service equipment	Set criteria or standards of quality
Set goals and objectives	Set limits
Set up systems, services, or programs	Shapes things
Ship items	Show confidence or courage
Signal	Simplify
Solve problems	Sort data or information
Sort objects	Spatial perception or reasoning
Speed up jobs, projects, services	Statistics
Stimulate people	Straighten things
Strategy development	Strengthen objects or materials

Strengthen programs	Study
Summarize	Supervise
Supply or stock items	Survey for information or opinions
Synthesize	Systematize
Tabulate information or data	Be tactful
Take accurate measurements	Take initiative
Take instructions	Think ahead
Tolerate interruptions, inconveniences	Tolerate routine or boring tasks
Track or monitor situations or information	Train, instruct, or teach
Transcribe	Transfer data or information
Transfer things from one place to another	Translate
Travel in unknown territories	Type, use keyboard
Understand behavior	Understand cause and effect of relationships
Understand or interpret information	Unite or get people working together
Upgrade quality	Use keen physical sensations
Use keen sense of rhythm	Use keen sense of smell
Use keen sense of timing	Use keen sense of timing
Use keen sense touch	Use sophisticated equipment, instruments
Use personal contacts, networks	Use physical ability and agility
Verify information	Visualize ideas
Win friends and supporters	Work under stress
Work with precision	Write proposals
Write technical materials	Write responses